

## OECD INTERNSHIP PROGRAMME

### WINTER ROUND – 2015

#### TERMS OF REFERENCE

The OECD's mission – Better Policies for Better Lives – promotes policies that will improve the economic and social well-being of people around the world. It provides a unique forum in which governments work together to share experiences on what drives economic, social and environmental change, seeking solutions to common problems.

The goal of The OECD Internship Programme is to offer successful candidates an opportunity to improve their technical interpersonal and linguistic skills as well as the experience of working in an international organisation.

#### **Topics involved (non-exhaustive nor fixed list)**

- Agriculture and fisheries
- Bribery and Corruption
- Chemical safety and biosafety
- Competition
- Corporate governance
- Corporate functions (Human Resources, Information Technology, Budget and Finance, Translation)
- Development
- Economy
- Education
- Employment
- Finance
- Green growth and sustainable development
- Health
- Industry and entrepreneurship
- Innovation
- Insurance and pensions
- International migration
- Internet
- Investment
- Legal Affairs
- Public Affairs and Communication
- Public governance
- Regional, rural and urban development
- Regulatory reform
- Science and technology
- Social and welfare issues
- Statistics
- Tax
- Trade
- Statistics Directorate

## Examples of tasks

- Participation in the preparation of studies and documents in areas of work of the Directorate concerned.
- Documental research and review of existing material.
- Gather, organise and evaluate statistical data.
- Prepare notes and participate in the drafting of reports.

## Qualifications: education, experience, communication and languages

### 1. Education and Experience

- Candidates are already enrolled in a full-time post-graduate study programme - Master's or PhD in Economics or in an area of study relevant to the work of the OECD.
- International experience in research and analytical activities, through studies, internships or professional activities will be an asset.

### 2. Core competencies

- Strong quantitative and analytical skills demonstrated by academic success and, if applicable, professional achievement.
- Excellent drafting skills in English and/or French; proven ability to organise and to clearly summarise complex material.
- Genuine interest in the work of OECD in promoting international co-operation.
- Proven ability to work in a multicultural and team orientated environment.
- Demonstrated computer proficiency including advanced skills with MS Office applications.

### 3. Communication and OECD official languages

- Excellent communication skills and a high standard of professional competence.
- Excellent knowledge of one of the two official languages of the Organisation (English and French), including very good drafting ability in that language. Knowledge or willingness to learn the other. Knowledge of other languages would be an additional advantage.